

## **CITY OF BURBANK**

### **ACCOUNT CLERK**

#### **DEFINITION**

Under direction, to perform technical governmental and proprietary fund accounting; perform treasury functions, purchasing, payroll, fixed assets, and accounts payable; and other related work as required.

#### **ESSENTIAL FUNCTIONS**

Process and review accounting postings; prepare journal entries; prepare various reconciliation's including bank, accounting, and investment activity recorded on statements, ledgers and journals; maintain various financial records and files; process and prepare requisitions, purchase orders and other related purchasing documents; record, number, maintain, and inventory fixed assets; review account coding and process invoices for payment; assist in payroll preparation; review, calculate and process payroll changes and adjustments; audit and reconcile payroll records; receive payments, deposits, and warrants and prepare cash or treasurers receipts; research and respond to questions and requests concerning payroll, purchasing, fixed assets, accounts payable, or treasury functions from employees, departments, and the public; identifies problems and recommends solutions for assigned duties; operates a personal computer, typewriter, 10-key calculator/adding machine, and other office equipment.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - methods and procedures, automated office systems; financial terms, concepts, practices and procedures.
- Skill in - use of automated financial system.
- Ability to - operate a personal computer; uses spreadsheets and word processing programs; operate a 10-key calculator/adding machine and other office equipment; make arithmetic computations rapidly and accurately; learn and explain various financial and other related policies and procedures; establish and maintain an effective working relationship with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent and two years of recent experience in one or more of the following: general accounting, payroll, accounts payable, purchasing, treasury operations, or other financial applications. NOTE: An Associate Degree may be substituted for one year of experience or Bachelor Degree may be substituted for two years of experience. Ability to type 30 net words per minute.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.